

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">0.1</p> <p>Date Issued</p> <p style="text-align: center;">November 13, 2000</p>	<p>Total Pages</p> <p style="text-align: center;">4</p> <p>Effective Date</p> <p style="text-align: center;">November 17, 2000</p>
<p>References</p> <p>ACA Standards 3-4004, 3-4013, and 3-4015</p> <p>KRS 196.035 and 197.025</p>	<p>Subject</p> <p style="text-align: center;">CORRECTIONS POLICIES AND PROCEDURES MANUAL</p>	

I. AUTHORITY

This policy is issued in accordance with the provisions of Kentucky Revised Statutes 196.035 and 197.020 which authorizes the Commissioner of the Department of Corrections (Corrections) to adopt, amend or rescind regulations necessary for the proper administration of Corrections.

II. PURPOSE

To establish a standardized system for the compilation, dissemination and maintenance of an operating manual for Corrections Policies and Procedures.

III. APPLICABILITY

To all Corrections employees and especially to those employees involved in development or implementation of policies and procedures.

IV. DEFINITIONS

As used in this document, the following definitions shall apply:

"Manual" means a handbook or collection of materials designed and organized for use as a reference guide, which explains the functions of Corrections.

V. POLICY

A manual of uniform policies and procedures expressing Corrections philosophy, goals and operational procedures shall be developed and maintained. These written policies and procedures shall be made available to all employees as described in the following procedures section. Policies and procedures shall be monitored regularly, reviewed annually and revised as necessary to ensure compliance with Corrections program goals. The following actions shall accomplish these goals.

Policy Number	Issue Date	Effective Date	Page
0.1	November 13, 2000	November 17, 2000	2

- A. All Corrections employees shall be encouraged to participate in the formulation of policies and procedures.
- B. Manuals of Corrections Policies and Procedures shall be: (1) accessible to all employees and to the public; and (2) retained in each institutional accreditation branch manager's office and in all department head's office in Central Office. Secure policies and procedures shall not be accessible to the public or an inmate.
- C. Copies of non-secured policies may be requested through the procedures outlined in [CPP 6.1](#).

VI. PROCEDURES

Authority for the implementation of this policy shall be delegated to a representative from General Counsel.

A. Policy and Procedure Review

The representative from General Counsel shall work with designated employees who shall:

- 1. Evaluate current policies and their level of compliance with Central Office instructions.
- 2. Consider proposals to implement, amend or delete policies.
- 3. Prepare recommendations regarding policies and procedures for the Commissioner's consideration.

B. Policy and Procedure Development

All employees shall be encouraged to participate actively in policy and procedure development. During this developmental process, new and revised policies and procedures proposals shall be distributed to persons and offices affected. The returned comments and concerns shall be considered and evaluated prior to preparation of a final draft. Policies shall be divided into chapters as they directly relate to Corrections policy and procedure issuance's.

- 1. Administration, Organization and Management
- 2. Fiscal Management
- 3. Training and Staff Development
- 4. Management Information and Research
- 5. Records
- 6. Physical Plant

Policy Number	Issue Date	Effective Date	Page
0.1	November 13, 2000	November 17, 2000	3

7. Safety and Emergency Procedures
8. Security and Control
9. Special Management Inmates
10. Food Services
11. Sanitation and Hygiene
12. Medical and Health Care Services
13. Inmate Rights
14. Inmate Rules and Discipline
15. Communication, Mail and Visiting
16. Reception and Orientation
17. Classification
18. Inmate Work Programs
19. Academic and Vocational Education
20. Library Services
21. Recreation and Inmate Activity
22. Religious Services
23. Social Services
24. Release Preparation and Temporary Release
25. Citizen Involvement and Volunteers
26. Supervision - Probation and Parole
27. Investigations and Reports - Probation and Parole

C. Policy and Procedure Approval

Following review by the representative from General Counsel and the managers of the concerned offices, the proposed document shall be forwarded to the Commissioner for consideration. The Commissioner may approve, disapprove or defer action on the proposal. When approved, the Commissioner shall sign the document and return it to General Counsel for submission to the Legislative Research Commission (LRC). Upon approval by LRC, the document shall be prepared for publication and distribution.

D. Distribution

Copies shall be distributed to each department, office, unit and individual as designated by General Counsel.

General Counsel shall:

1. Screen all requests for additional CPP Manuals from the field.
2. Maintain an up-to-date list of all CPP Manual holders at the correctional institutions or within the Probation and Parole Districts.

E. Master File

Policy Number	Issue Date	Effective Date	Page
0.1	November 13, 2000	November 17, 2000	4

A master file shall be maintained by the General Counsel. This file shall include the following:

1. A complete set of all Corrections policies and procedures.
2. A complete set of current policies and procedures issued by correctional institutions.
3. A record of policies disapproved or deferred for further action by the Commissioner.
4. A record of all correspondence relating to proposed policy development.
5. A complete set of all policy revisions, addendum's and supplements.

F. Review of Policies and Procedures

All Correction's policies shall be reviewed annually to ensure they remain accurate, appropriate and continue to contribute to the effective operation of Corrections.